SMITH-EDWARDS COMPANY
PRINTERS
188 N. 12TH STREET

CHARTER

—AND—

BY-LAWS

—OF—

St. Timothy's Church

ROXBOROUGH

PHILADELPHIA

CONSECRATED FEBRUARY 14TH, 1863.

PHILADELPHIA
1910

CHARTER

—AND—

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—OF—

St. Timothy's Church

ROXBOROUGH

PHILADELPHIA

CONSECRATED FEBRUARY 14TH, 1863.

PHILADELPHIA
1910

CHARTER

"THE RECTOR, CHURCH WARDENS AND VESTRYMEN OF ST. TIMOTHY'S CHURCH, ROXBOROUGH, PHILADELPHIA."

WHEREAS, The following named persons, citizens of this Commonwealth, viz.: Theophilus F. Cauffman, William F. Griffiths, Jr., D. Rodney King, John Vaughan Merrick, Samuel Wagner, Henry K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, Robert P. McCullagh, Alexander Hemsley, Samuel F. Babcock, have, together with other citizens, associated for the purpose of worshiping Almighty God, according to the faith and discipline of the Protestant Episcopal Church in the United States of America, and have for that purpose formed a congregation at Roxborough, in the Twenty-first Ward of the City of Philadelphia, in the State of Pennsylvania, and are now desirous to be incorporated agreeably to the provision of the Act of the General Assembly of Pennsylvania, entitled —"An Act to confer on certain associations

of the citizens of the Commonwealth the powers and immunities of Corporations or bodies, politic in law, and the supplements thereto." They therefore declare the following to be the objects, articles and conditions of their said association, agreeably to which tye desire to be incorporated, viz.:

ARTICLE I.

The name of this Corporation shall be "The Rector, Church Wardens and Vestrymen of St. Timothy's Church, Roxborough, Philadelphia."

ARTICLE II.

This Church acknowledges itself to be a member of, and to belong to, the Protestant Episcopal Church in the State of Pennsylvania, and the Protestant Episcopal Church in the United States of America. As such, it accedes to, recognizes and adopts the Constitution, canons, doctrine, discipline and worship of the Protestant Episcopal Church in the State of Pennsylvania, and of the Protestant Episcopal Church in the United States, and acknowledges their authority accordingly. Any member of this Church or corporation who shall disclaim or refuse conformity to the said authority, shall cease to be a member of this corporation, and shall not be elected or vote in the election of Vestrymen, or exercise any office or function in, concerning, or connected with the said church or corporation.

ARTICLE III.

The rents and revenues of this corporation shall be, from time to time, applied for the maintenance and support of the Rector, Ministers and Officers of the said church, and in the erection and necessary repairs of the church, church-yard, parsonage house and other houses which now do, or hereafter shall belong to the said corporation, and to no other use or purpose whatsoever: provided, that all the property of the said corporation shall be taken, held and enure, subject to the control and disposition of the vestry of the same; and provided, that the clear annual value or income of the real and personal estate held by the said corporation, shall not at any time, exceed five thousand dollars.

ARTICLE IV.

AS AMENDED.

The Rector of this church shall be elected by the Church Wardens and Vestrymen in such manner as the statutes and By-Laws shall ordain. The Vestry of said church

shall consist of twelve persons, lay male communicants of the Protestant Episcopal Church, and citizens of Pennsylvania, who shall continue in office for three years, and until others be chosen. Four of them shall be elected annually on Easter Monday, provided that on Easter Monday, 1893, four shall be elected for one year, four for two years, and four for three years. Such election shall be made by a majority of the votes cast by such members of the said church as shall be recognized by the Rector and Wardens as having usually attended upon the services of the church, and contributed thereto for the space of one year next preceding such election: Provided, that in case of the failure to elect Vestrymen on that day, the corporation shall not on that account, be dissolved; but the election shall be holden on some other day, in such manner as the By-Laws may prescribe, and any vacancy occurring in the Vestry shall be supplied by the remaining members thereof. At the meetings of the Vestry, the Rector, if present, may preside; and in all matters except such as concern the property of the corporation, shall be entitled, in common with the several members of the Vestry, to one vote.

ARTICLE V.

No person shall be Rector, or Assistant Minister of this church, unless he shall have had Episcopal Ordination, and unless he be in full standing with the Protestant Episcopal Church in the State of Pennsylvania, and in the United States, and recognized as such by the Bishop of this Diocese, or, in the case of a vacancy in the Episcopate, by the Standing Committee of the Diocese.

ARTICLE VI.

The said Vestry shall have full power to choose their own officers, and they shall annually, at the first meeting after their election, choose one of their own number to be one church warden, and the Rector for the time being, shall elect another of the said Vestrymen to be the church warden of the said church. In case of vacancy in the office of Rector at the time of the election, the other Church Warden shall also be chosen by the Vestry, to remain until the election of a Rector, or a new election of the Vestry, and during such vacancy, all the powers of the corporation shall be exercised by the Vestry as fully and entirely as if no such vacancy had occurred; Provided, that it shall be the duty of the said Church Wardens and Vestrymen to elect

another Rector to supply the vacancy as soon as conveniently may be.

ARTICLE VII.

This Charter may be amended in the following manner, that is to say: any proposed amendment shall be submitted to a stated or special meeting of the Vestry, and if the same shall be approved by a majority of the whole of the members thereof, the same shall be submitted to a meeting of the members of the congregation who are entitled to vote for vestrymen, and if approved by a majority of the persons present at such meeting, the same shall be submitted to the next convention, and if by it approved, shall be, and form part of the Charter, upon the subsequent confirmation thereof by the Court which granted the original Charter, or other competent authority.

ARTICLE VIII.

In case of the dissolution of the said corporation, all the property of the same shall vest in Trustees, in trust to hold and convey the same to, and for any future congregation of members of the Protestant Episcopal Church, which may be formed in the same neighborhood, and to and for no other purpose; and the said Trustees shall

consist of such persons as may be appointed by the proper court on the application of any interested party.

ARTICLE IX.

The following named persons shall be the Church Wardens and Vestrymen to continue in office until the election on Easter Monday next, and until others be chosen, viz.: William F. Griffitts, Jr., Rector's Warden; D. Rodney King, Accounting Warden; Theophilus F. Cauffman, John Vaughan Merrick, Samuel Wagner, Henry K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, Robert P. McCullagh, Alexander Hemsley, Samuel F. Babcock.

SIGNED—William F. Griffitts, Jr., D. Rodney King, T. F. Cauffman, J. V. Merrick, S. Wagner, H. K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, R. P. McCullagh, Alexander Hemsley, Samuel F. Babcock.

Enrolled according to Law, at Harrisburg, Pennsylvania, February 5th, A. D. 1861.

Amended May, 1892, in Article IV, which formerly provided for electing all Vestrymen annually.

BY-LAWS

ARTICLE I.

VESTRYMEN AND THE ELECTION THEREOF.

Section 1.

An election by ballot for four Vestrymen to serve for three years shall be held in the Parish House every Easter Monday, between the hours of 5 and 6 P. M., and a majority of the votes cast at that time shall determine the election.

Section 2.

The time and place of holding such election shall be announced to the congregation on the preceding Sunday.

Section 3.

The Vestry shall choose two tellers of said election (one of whom shall be a Vestryman), whose report, duly signed by said tellers, shall be spread upon the minutes of the Vestry; and in case of failure to elect Vestrymen on Easter Monday, the election

shall be held at any other time within thirty days thereafter which the Vestry may appoint. In any case, the result of said election shall be announced by the officiating clergyman to the congregation on the Sunday next succeeding. In case the Vestry neglect to appoint such tellers, it shall be the duty of the Wardens to make the appointment or to act themselves.

Section 4.

Every adult male recognized by the Rector and Wardens as having usually attended the services of the Church, and contributed thereto, for the space of one year next preceding such election, shall be entitled to vote thereat.

Section 5.

At the close of the polls the tellers shall count the votes and publicly announce the result of the election; and they shall, within twenty-four hours, notify each and every Vestryman-elect of his election; and the Secretary shall call a meeting of the Vestry for the following Friday at 8 o'clock P. M. for the purpose of organizing; to which meeting the tellers shall make their official return in writing.

Section 6.

No person shall be eligible as Vestryman unless he shall be a communicant of the Church, and shall have been nominated at least twenty days prior to Easter Monday. Such nomination shall be made in writing to the Secretary, signed by at least three qualified voters. Vestrymen whose terms are about to expire shall be considered as renominated, unless they decline.

ARTICLE II.

OF MEETINGS OF VESTRY—ELECTIONS, ORDER OF BUSINESS, ETC.

Section 1.

There shall be stated meetings on the Friday after Easter Monday, and on the second Fridays of January, June, September and November.

Section 2.

Four members, with the Rector, or, in his absence, five members, shall constitute a quorum; provided, that when a Rector is to be elected, at least three-fourths of the Vestrymen for the time being shall consent thereto, by ballot.

Section 3.

The Rector, or, in his absence, the Rector's Warden, or, in his absence, the Accounting Warden, shall preside at meetings of the Vestry.

Section 4.

At the first stated meeting after the election for Vestrymen, the Vestry shall elect a Secretary, an Accounting Warden, a Registrar, three Lay-Deputies to the Diocesan Convention, a Sexton and such other officers as may be required. The Rector shall then appoint a Rector's Warden, but in case of a vacancy in the Rectorship, the Vestry shall elect one of their number to be Rector's Warden *pro tempore*. In case of a failure to elect officers at the said meeting, another meeting shall be called for the purpose, within a week's time therefrom.

Section 5.

The Rector, either Warden or any three Vestrymen may require the Secretary to call a special meeting, and written notice of such meeting shall be sent to each member, specifying the object of the meeting, at least twenty-four hours before the time of the meeting. No business other than that

specified shall be transacted at such meeting, without unanimous consent.

Section 6.

All elections shall be by ballot.

Section 7.

At all stated meetings of the Vestry, the order of business shall be as follows:

1st. Opening by prayer.

2nd. Minutes of the preceding stated, adjourned or special meetings.

3rd. Communications; and order taken thereon.

4th. Reports of Committees; and order taken thereon.

5th. Unfinished business.

6th. New business.

Provided, that at the first meeting after Easter Monday the reception of the report of the Tellers of Election and the election of the officers provided for in Section 4 of this Article, shall be second in the order of business.

ARTICLE III.

OF THE CHURCH WARDENS.

Section 1.

The Church Wardens shall have a general superintendence over the property of the corporation, and shall take care that the Sexton and other officers perform their respective duties in a satisfactory manner, and that order be maintained in and about the Church during the services.

Section 2.

The Accounting Warden shall have power to purchase articles necessary for the use of the Church, not exceeding the amount of One Hundred Dollars, unless by order of the Vestry.

Section 3.

He shall receive from the Rector all offerings of the congregation and all other donations of money or securities; and shall also collect all rents, interests, dividends and other moneys, accruing to the corporation.

Section 4.

He shall pay by check all salaries and other moneys due by the corporation, and

shall keep account of all receipts and expenditures in a book to be provided for the purpose, which shall be open at all times to the inspection of the Vestry. And he shall submit to that body at the first meeting after Easter Monday a detailed statement of all receipts and expenditures for the previous year, which shall be duly audited by the Auditing Committee.

Section 5.

He shall have charge of and affix the seal of the corporation to such documents as the Vestry may direct, or to others requiring attestation.

ARTICLE IV.

THE SECRETARY AND SEXTON.

Section 1.

The Secretary shall keep minutes of the proceedings of the Vestry, notify each member, in writing, of all its meetings, and perform generally such duties as belong to his office.

Section 2.

All books, papers, etc., excepting those relating to the financial affairs of the cor-

poration, shall be delivered by the Secretary to his successor in office.

Section 3.

He shall post in the Church Porch, on or before the Fifth Sunday in Lent, to remain until Tuesday in Easter Week, a list of the names of all persons nominated for Vestrymen as prescribed in Article I, Section VI; and shall furnish a copy thereof to the Tellers of the Election before the polls are opened.

Section 4.

The Sexton, besides his care of the Church, Parish House and Church Yard, shall perform such other duties pertaining to the affairs of the Church as may be required by the Rector or either of the Wardens.

ARTICLE V.

OF THE ELECTION OF A RECTOR.

Section 1.

Whenever the Rectorship of the Parish shall be vacant, a Rector shall be elected, by ballot, as soon as may be; and there shall be at least three-fourths of the Vestry at the time being, voting for, or consenting in

writing to the election of the said Rector. In case of the appointment of a Curate, said appointment shall be made by the Rector.

Section 2.

In either case, on the next Sunday succeeding the acceptance of the position by the Rector-elect or Curate, publication thereof shall be made in the Church.

Section 3.

No election for Rector shall be valid unless the person elected shall have been nominated at a meeting of the Vestry, held at least two weeks before election, the notices for the latter meeting having expressed the intention to proceed to an election.

ARTICLE VI.

OF THE SITTINGS.

Section 1.

All sittings in the Church shall be free and unappropriated.

ARTICLE VII.

OF THE PARISH REGISTER.

Section 1.

A book shall be provided, to be called the

"Register of St. Timothy's Parish, Roxborough," in which the Registrar, under direction of the Rector or other minister, shall enter an account of all marriages, baptisms, confirmations, deaths and burials occurring in the Parish. The record shall state the date of the marriage and the names of the parties; the name of the child or adult baptized, with the names of the parents (in case of children) and sponsors, and date of birth, when such can be ascertained; also the names of persons confirmed, with the dates of the foregoing. All entries shall be certaified in the record by the Rector or Curate.

Section 2.

There shall be kept also a complete list of the names and residences of the usual attendants upon the services of the Church.

Section 3.

Certificates from the record shall, when required, be given without charge by the Rector; and in case there be no Rector, such certificates shall be given by the Registrar.

ARTICLE VIII.

STANDING COMMITTEES.

Section 1.

The following Committees of the Vestry, consisting of three members each, shall be appointed at the meeting after Easter Monday, to serve for the ensuing year:

Committee on Buildings.
Committee on Church Yard.
Committee on Music.
Committee on Audit.

Section 2.

The Committee on Buildings shall see that all the buildings belonging to the Parish are kept in good order, and shall inspect them at least four times a year officially. They shall report at each stated meeting of the vestry what repairs or improvements are needed, and shall see that the buildings and contents belonging to the Parish are properly insured against fire.

Section 3.

The Committee on Church Yard shall see that the horse sheds, roads, walks etc., are kept in good order, and shall report at each stated meeting of the Vestry what repairs are needed.

Section 4.

The Committee on Music shall see that the organ is kept in good order, and shall confer with the Rector when an organist or choirmaster is to be appointed.

Section 5.

The Committee on Audit shall audit the accounts of the Accounting Warden at least once a year.

ARTICLE IX.

OF THE CHURCH YARD.

Section 1.

The ground devoted to burial purposes in the Church Yard shall be laid out in lots of ten feet front by eight feet in depth. The price of these lots, including the charge for perpetual care, shall be fixed from time to time by the Vestry. All lots shall be paid for before interment therein is permitted; provided that no lot as laid out shall be divided, unless all parts thereof are sold at one time; or except in locations specially intended for sale in parts. And provided further, that no person shall hold more than four lots. No lot shall be sold to others than members of the Parish, except by permission of the Vestry.

Section 2.

Any adult person of either sex, who shall possess the qualifications required by Article I, Section 4, of these By-Laws for voters shall be regarded as a member of the Parish under the Sections of this Article.

Section 3.

The fees for sepulture shall be as follows: For permits for breaking ground or opening tomb or vault, two dollars; for children under twelve years of age, one dollar. No permits shall be granted until all fees, due upon the lot in which burial is to be made, shall be paid. Whenever the Church is used for a burial service, the Sexton's fee shall be one dollar in Summer and two dollars in Winter.

Section 4.

All monuments, head and foot stones, tombs, vaults, etc., shall be kept in good order at the expense of friends or relatives of the deceased. All designs for the foregoing shall be submitted to the Rector for his approval before erection.

Section 5.

The Accounting Warden shall be empow-

ered and directed to issue certificates, duly attested, for all lots or parts of lots sold, conveying to the purchaser and his (or her) lineal descendants the right of interment therein, under such restrictions as may from time to time be directed by the Vestry.

ARTICLE X.

USE OF CHURCH BUILDINGS.

Section 1.

The Church having been consecrated to the service of ALMIGHTY GOD, in accordance with the rites and usages of the Protestant Episcopal Church, shall not be used for any purpose inconsistent with the terms of the Instrument of Donation executed at its consecration.

Section 2.

No part of the Parish House shall be used for any purposes excepting those connected directly with the work of the Parish; and no social entertainments of any kind, open to the public, shall be held within the Parish House without the written consent of the Rector and at least one of the Church Wardens. Under no circumstances shall an admission fee be charged

for entrance to the Parish House.

ARTICLE XI.

OF THE SEAL.

The seal of the corporation shall be circular in form, bearing the legal title and date of incorporation.

ARTICLE XII.

OF AMENDMENTS TO THE BY-LAWS.

Section 1.

No amendments to these By-Laws shall be made unless proposed in writing at a stated meeting of the Vestry, for action at a subsequent stated meeting. When action upon a proposed amendment is in order, due notice thereof shall be given to all members of the Vestry by the Secretary when forwarding the notice of the meeting.

Section 2.

An affirmative vote of two-thirds of the members present shall be requisite for the passage of any proposed amendment to these By-Laws.

CHARTER

—AND—

BY-LAWS

—OF—

St. Timothy's Church

ROXBOROUGH

PHILADELPHIA

INCORPORATED FEBRUARY 5TH, 1861
CONSECRATED FEBRUARY 14TH, 1863

EASTER-TIDE : 1919

CHARTER

—AND—

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St. Timothy's Church

ROXBOROUGH

PHILADELPHIA

INCORPORATED FEBRUARY 5TH, 1861
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EASTER-TIDE : 1919

CHARTER

"THE RECTOR, CHURCH WARDENS AND VESTRYMEN OF ST. TIMOTHY'S CHURCH, ROXBOROUGH, PHILADELPHIA."

WHEREAS, The following named persons, citizens of this Commonwealth, viz.: Theophilus F. Cauffman, William F. Griffiths, Jr., D. Rodney King, John Vaughan Merrick, Samuel Wagner, Henry K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, Robert P. McCullagh, Alexander Hemsley, Samuel F. Babcock, have, together with other citizens, associated for the purpose of worshiping Almighty God, according to the faith and discipline of the Protestant Episcopal Church in the United States of America, and have for that purpose formed a congregation at Roxborough, in the Twenty-first Ward of the City of Philadelphia, in the State of Pennsylvania, and are now desirous to be incorporated agreeably to the provision of the Act of the General Assembly of Pennsylvania, entitled —"An Act to confer on certain associations

of the citizens of the Commonwealth the powers and immunities of Corporations or bodies politic in law, and the supplements thereto." They therefore declare the following to be the objects, articles and conditions of their said association, agreeably to which they desire to be incorporated, viz.:

ARTICLE I.

The name of this Corporation shall be "The Rector, Church Wardens and Vestrymen of St. Timothy's Church, Roxborough, Philadelphia."

ARTICLE II.

This Church acknowledges itself to be a member of, and to belong to, the Protestant Episcopal Church in the State of Pennsylvania, and the Protestant Episcopal Church in the United States of America. As such, it accedes to, recognizes and adopts the Constitution, canons, doctrine, discipline and worship of the Protestant Episcopal Church in the State of Pennsylvania, and of the Protestant Episcopal Church in the United States, and acknowledges their authority accordingly. Any member of this Church or corporation who shall disclaim or refuse conformity to the said authority shall cease to be a member of this corporation, and shall not be elected or vote in the election of Vestrymen, or exercise any office or function in, concerning, or connected with the said church or corporation.

ARTICLE III.

The rents and revenues of this corporation shall be, from time to time, applied for the maintenance and support of the Rector, Ministers and Officers of the said church, and in the erection and necessary repairs of the church, church-yard, parsonage house and other houses which now do, or hereafter shall belong to the said corporation, and to no other use or purpose whatsoever; provided, that all the property of the said corporation shall be taken, held and enure, subject to the control and disposition of the vestry of the same; and provided, that the clear annual value or income of the real and personal estate held by the said corporation, shall not, at any time, exceed five thousand dollars.

ARTICLE IV.

AS AMENDED.

The Rector of this church shall be elected by the Church Wardens and Vestrymen in such manner as the statutes and By-Laws shall ordain. The Vestry of said church

shall consist of twelve persons, lay male communicants of the Protestant Episcopal Church, and citizens of Pennsylvania, who shall continue in office for three years, and until others be chosen. Four of them shall be elected annually on Easter Monday, provided that on Easter Monday, 1893, four shall be elected for one year, four for two years, and four for three years. Such election shall be made by a majority of the votes cast by such members of the said church as shall be recognized by the Rector and Wardens as having usually attended upon the services of the church, and contributed thereto for the space of one year next preceding such election: Provided, that in case of the failure to elect Vestrymen on that day, the corporation shall not, on that account, be dissolved; but the election shall be holden on some other day, in such manner as the By-Laws may prescribe, and any vacancy occurring in the Vestry shall be supplied by the remaining members thereof. At the meetings of the Vestry, the Rector, if present, may preside; and, in all matters except such as concern the property of the corporation, shall be entitled, in common with the several members of the Vestry, to one vote.

ARTICLE V.

No person shall be Rector, or Assistant Minister of this church, unless he shall have had Episcopal Ordination, and unless he be in full standing with the Protestant Episcopal Church in the State of Pennsylvania, and in the United States, and recognized as such by the Bishop of this Diocese, or, in the case of a vacancy in the Episcopate, by the Standing Committee of the Diocese.

ARTICLE VI.

The said Vestry shall have full power to choose their own officers, and they shall annually, at the first meeting after their election, choose one of their own number to be one church warden, and the Rector, for the time being, shall elect another of the said Vestrymen to be the church warden of the said church. In case of vacancy in the office of Rector at the time of the election, the other Church Warden shall also be chosen by the Vestry, to remain until the election of a Rector, or a new election of the Vestry, and during such vacancy, all the powers of the corporation shall be exercised by the Vestry as fully and entirely as if no such vacancy had occurred; Provided, that it shall be the duty of the said

Church Wardens and Vestrymen to elect another Rector to supply the vacancy as soon as conveniently may be.

ARTICLE VII.

This Charter may be amended in the following manner, that is to say: any proposed amendment shall be submitted to a stated or special meeting of the Vestry, and if the same shall be approved by a majority of the whole of the members thereof, the same shall be submitted to a meeting of the members of the congregation who are entitled to vote for vestrymen, and if approved by a majority of the persons present at such meeting, the same shall be submitted to the next convention, and if by it approved, shall be, and form part of the Charter, upon the subsequent confirmation thereof by the Court which granted the original Charter, or other competent authority.

ARTICLE VIII.

In case of the dissolution of the said corporation, all the property of the same shall vest in Trustees, in trust to hold and convey the same to, and for any future congregation of members of the Protestant Episcoal Church, which may be formed in the same neighborhood, and to and for no

other purpose; and the said Trustees shall consist of such persons as may be appointed by the proper court on the application of any interested party.

ARTICLE IX

The following named persons shall be the Church Wardens and Vestrymen to continue in office until the election on Easter Monday next, and until others be chosen, viz.: William F. Griffiths, Jr., Rector's Warden; D. Rodney King, Accounting Warden; Theophilus F. Cauffman, John Vaughan Merrick, Samuel Wagner, Henry K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, Robert P. McCullagh, Alexander Hemsley, Samuel F. Babcock.

SIGNED—William F. Griffiths, Jr., D. Rodney King, T. F. Cauffman, J. V. Merrick, S. Wagner, H. K. B. Ogle, Charles H. Miller, Andrew A. Ripka, James Duval Rodney, R. P. McCullagh, Alexander Hemsley, Samuel F. Babcock.

Enrolled according to Law, at Harrisburg, Pennsylvania, February 5th, A. D. 1861.

Amended May, 1892, in Article IV, which formerly provided for electing all Vestrymen annually.

BY-LAWS

ARTICLE I.

OF VESTRYMEN AND ELECTION THEREOF.

Section 1.

An election by ballot for four Vestrymen to serve for three years shall be held in the Parish House every Easter Monday, between the hours of 7 and 8 P. M., and a majority of the votes cast at that time shall determine the election.

Section 2.

The time and place of holding such election shall be announced to the congregation on the preceding Sunday.

Section 3.

The Vestry shall choose two tellers of said election (one of whom shall be a Vestryman), whose report, duly signed by said tellers, shall be spread upon the minutes of the Vestry; and in case of failure to elect Vestrymen on Easter Monday, the election

shall be held at any other time within thirty days thereafter which the Vestry may appoint. In any case, the result of said election shall be announced by the officiating clergyman to the congregation on the Sunday next succeeding. In case the Vestry neglect to appoint such tellers, it shall be the duty of the Wardens to make the appointment or to act themselves.

Section 4.

The election shall be made by a majority of the votes cast by such members as shall be recognized by the Rector and Wardens as having usually attended upon the services of the Church, and contributed thereto for the space of one year next preceding election.

Section 5.

At the close of the polls the tellers shall count the votes and publicly announce the result of the election; and they shall, within twenty-four hours, notify each and every Vestryman-elect of his election; and the Secretary shall call a meeting of the Vestry for the following Friday at 8 o'clock P. M. for the purpose of organizing; to which meeting the tellers shall make their official return in writing.

Section 6.

No person shall be eligible as Vestryman unless he shall be a communicant of the Church, and shall have been nominated at least twenty days prior to Easter Monday. Such nomination shall be made in writing to the Secretary, signed by at least twelve qualified voters. Vestrymen whose terms are about to expire shall be considered as renominated, unless they decline.

ARTICLE II.

OF MEETINGS OF THE VESTRY.

Section 1.

There shall be stated meetings on the Friday after Easter Monday, and on the second Fridays of January, June, September and November.

Section 2.

Four members, with the Rector, or, in his absence, five members, shall constitute a quorum; provided, that when a Rector is to be elected, at least three-fourths of the Vestrymen for the time being shall consent thereto, by ballot.

Section 3.

The Rector, or, in his absence, the Rector's Warden, or, in his absence, the Accounting Warden, shall preside at meetings of the Vestry.

Section 4.

At the first stated meeting after the election for Vestrymen, the Vestry shall elect a Secretary, an Accounting Warden, a Registrar, a Bursar, three Lay-Deputies to the Diocesan Convention, a Sexton and such other officers as may be required. The Rector shall then appoint a Rector's Warden; but in case of a vacancy in the Rectorship, the Vestry shall elect one of their number to be Rector's Warden pro tempore. In case of a failure to elect officers at the said meeting, another meeting shall be called for the purpose, within a week's time therefrom.

Section 5.

The Rector, either Warden or any three Vestrymen may require the Secrtary to call a special meeting, and written notice of such meeting shall be sent to each member, specifying the object of the meeting, at least twenty-four hours before the time of the meeting. No business other than that

specified shall be transacted at such meeting, without unanimous consent.

Section 6.

All elections shall be by ballot.

Section 7.

At all stated meetings of the Vestry, the order of business shall be as follows:

1st. Opening by prayer.

2nd. Minutes of the preceding stated, adjourned or special meetings.

3rd. Communications; and order taken thereon.

4th. Reports of Committees; and order taken thereon.

5th. Unfinished business.

6th. New business.

Provided, that at the first meeting after Easter Monday the reception of the report of the Tellers of Election and the election of the officers provided for in Section 4 of this Article, shall be second in the order of business.

ARTICLE III.

OF THE CHURCH WARDENS

Section 1.

The Church Wardens shall have a general superintendence over the property of the corporation, and shall take care that the Sexton and other officers perform their respective duties in a satisfactory manner, and that order be maintained in and about the Church during the services.

Section 2.

The Accounting Warden shall have power to purchase articles necessary for the use of the Church, not exceeding the amount of One Hundred Dollars, unless by order of the Vestry.

Section 3.

He shall receive from the Rector all offerings of the congregation and all other donations of money or securities, and shall also collect rents, interests, dividends, and other moneys accruing to the corporation, excepting those from the sale and care of burial lots, which shall be payable to the Bursar.

Section 4.

He shall pay by check all salaries and other moneys due by the corporation, and shall keep account of all receipts and expenditures in a book to be provided for the purpose, which shall be open at all times to the inspection of the Vestry. And he shall submit to that body at the first meeting after Easter Monday a detailed statement of all receipts and expenditures for the previous year, which shall be duly audited by the Auditing Committee.

Section 5.

He shall have charge of and affix the seal of the corporation to such documents as the Vestry may direct, or to others requiring attestation.

ARTICLE IV.

OF THE SECRETARY AND SEXTON.

Section 1.

The Secretary shall keep minutes of the proceedings of the Vestry, notify each member, in writing, of all its meetings, and perform generally such duties as belong to his office.

Section 2.

All books, papers, etc., excepting those relating to the financial affairs of the corporation, shall be delivered by the Secretary to his successor in office.

Section 3.

He shall post in the Church Porch, on or before the Fifth Sunday in Lent, to remain until Tuesday in Easter Week, a list of the names of all persons nominated for Vestrymen as prescribed in Article I, Section VI; and shall furnish a copy thereof to the Tellers of the Election before the polls are opened.

Section 4.

The Sexton, besides his care of the Church, Parish House and Church Yard, shall perform such other duties pertaining to the affairs of the Church as may be required by the Rector or either of the Wardens.

ARTICLE V.

OF THE ELECTION OF A RECTOR.

Section 1.

Whenever the Rectorship of the Parish shall be vacant, a Rector shall be elected,

by ballot, as soon as may be; and there shall be at least three-fourths of the Vestry at the time being, voting for or consenting in writing to the election of the said Rector. In case of the appointment of a Curate, said appointment shall be made by the Rector, subject to the approval of the Vestry.

Section 2.

In either case, on the next Sunday succeeding the acceptance of the position by the Rector-elect or Curate, publication thereof shall be made in the Church.

Section 3.

No election for Rector shall be valid unless the person elected shall have been nominated at a meeting of the Vestry, held at least two weeks before election, the notices for the latter meeting having expressed the intention to proceed to an election.

ARTICLE VI.

OF THE SITTINGS.

Section 1.

All sittings in the Church shall be free and unappropriated.

ARTICLE VII.

OF THE PARISH REGISTER.

Section 1.

A book shall be provided, to be called the "Register of St. Timothy's Parish, Roxborough," in which the Registrar, under direction of the Rector or other minister, shall enter an account of all marriages, baptisms, confirmations, deaths and burials occurring in the Parish. The record shall state the date of the marriage and the names of the parties; the name of the child or adult baptized, with the names of the parents (in case of children) and sponsors, and date of birth, when such can be ascertained; also the names of persons confirmed, with the dates of the foregoing. All entries shall be certified in the record by the Rector or Curate.

Section 2.

There shall be kept also a complete list of the names and residences of the usual attendants upon the services of the Church.

Section 3.

Certificates from the record shall, when required, be given without charge by the

Rector; and in case there be no Rector, such certificates shall be given by the Registrar.

ARTICLE VIII.

STANDING COMMITTEES.

Section 1.

The following Committees of the Vestry, consisting of at least three members each, shall be appointed at the meeting after Easter Monday, to serve for the ensuing year:

Committee on Buildings and Property.
Committee on Music.
Committee on Finance.
Committee on Audit.

Section 2.

The Committee on Buildings and Property shall see that all the buildings belonging to the Parish are kept in good order, and shall inspect them at least four times a year officially. They shall report at each stated meeting of the vestry what repairs or improvement are needed, and shall see that the buildings and contents belonging to the Parish are properly insured against fire.

Section 3.

The Committee on Finance shall have general oversight of the finances of the Corporation, with power to make and re-make investments, and to determine what bank or banks shall be depository for the Church moneys. It shall be the duty of the Committee to advise the vestry from time to time upon the condition of the Church funds, and to suggest ways and means of maintaining the Corporation at all times on a sound financial basis.

Section 4.

The Committee on Music shall see that the organ is kept in good order, and shall confer with the Rector when an organist or choirmaster is to be appointed.

Section 5.

The Committee on Audit shall audit the accounts of the Accounting Warden at least once a year.

Section 6.

The Committee on Finance shall generally administer the finances of the Parish. It shall have power to borrow on behalf of the Parish such amounts as may be necessary to meet current expenses and sums requisite

for unexpected liabilities, and to liquidate such debts, but in no event shall it be authorized to add to the fixed charges of the Parish.

ARTICLE IX.

OF THE CHURCH YARD.

Section 1.

The ground devoted to burial purposes in the Church Yard shall be laid out in lots of ten feet front by eight feet in depth. The price for these lots, including the charge for perpetual care, shall be fixed from time to time by the Vestry. All lots shall be paid for in accordance with terms prescribed by the Vestry, provided that no lot as laid out shall be divided, unless all parts thereof are sold at one time; or except in locations specially intended for sale in parts. And provided further, that no person shall hold more than four lots. No lots shall be sold to others than members of the Parish, except by permission of the Vestry.

Section 2.

Any adult person of either sex who shall possess the qualifications required by Article I, Section 4, of these By-Laws for voters shall be regarded as a member of the Parish under the Sections of this Article.

Section 3.

The fees for sepulture shall be as follows: For permits for breaking ground or opening tomb or vault, two dollars; for children under twelve years of age, one dollar. No permits shall be granted until all fees, due upon the lot in which burial is to be made, shall be paid.

Section 4.

All monuments, head and foot stones, tombs, vaults, etc., shall be kept in good order at the expense of friends or relatives of the deceased. All designs for the foregoing shall be submitted to the Rector for his approval before erection.

Section 5.

The Bursar shall be charged with the selling of lots for burial purposes, subject to the regulations of the Vestry from time to time. He shall be authorized to negotiate the sale on behalf of the Corporation, of all lots or portions of lots, and he shall be empowered to issue legal certificates attesting such sales, and conveying to the purchaser and his or her heirs and assigns, all rights and privileges of interment therein. He shall keep a separate set of books, shall receive and pay out all moneys connected with

the sale and care of lots; and he shall, at least thirty (30) days prior to the annual Easter meeting of the Vestry, file with the Accounting Warden a true account of all moneys received and paid out in connection with the sale and care of lots, subject to audit by the Auditing Committee. In the absence or inability of the Bursar to act, the Rector shall act in his place.

ARTICLE X.

USE OF CHURCH BUILDINGS.

Section 1.

The Church, having been consecrated to the service of ALMIGHTY GOD, in accordance with the rites and usages of the Protestant Episcopal Church, shall not be used for any purpose inconsistent with the terms of the Instrument of Donation executed at its consecration.

Section 2.

No part of the Parish House shall be used for any purposes excepting those connected directly with the work of the Parish, and no social entertainments of any kind, open to the public, shall be held within

the Parish House without the written consent of the Rector, or, in his absence, one of the Parish Wardens.

ARTICLE XI.

OF THE SEAL.

The seal of the corporation shall be circular in form, bearing the legal title and date of incorporation.

ARTICLE XII.

OF AMENDMENTS TO THE BY-LAWS.

Section 1.

No amendments to these By-Laws shall be made unless proposed in writing at a stated meeting of the Vestry, for action at a subsequent stated meeting. When action upon a proposed amendment is in order, due notice thereof shall be given to all members of the Vestry by the Secretary when forwarding the notice of the meeting.

Section 2.

An affirmative vote of two-thirds of the members present shall be requisite for the passage of any proposed amendment to these By-Laws.